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RICHARD WHITLEY, MS
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STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
HEALTH DIVISION
BUREAU OF HEALTH CARE QUALITY AND COMPLIANCE

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January 11, 2010

Dear Administrator/Chief Executive Officer:

This is a follow up letter to the National Healthcare Safety Network (NHSN) informational letter that was sent out on December 28, 2009. The Health Division has set up a Nevada State Health Division user group with a Group ID and a password.

The Group ID is: **15183**

The Group Joining Password is: **NHSDj0in**

In the first letter you were instructed to follow the step-by-step instructions in the Facility Administrator Enrollment Guide to:

___ Accept Rules of Behavior at: <http://www.ncid.cdc.gov/RegistrationForm/>

___ Register with NHSN

___ Obtain a digital certificate from the Secure Data Network (SDN) (if you do not already have one), selecting the National Healthcare Safety Network as the program and NHSN Enrollment as an activity. ***After installation, make a back-up copy of your digital certificate.***

___ Enroll in NHSN. Access the NHSN through the SDN and select NHSN Enrollment (upper left hand corner). You must print and complete offline two forms for Patient Safety component. Then re-enter NHSN through SDN and enroll facility with completed form data.

___ Print, sign, and return Consent Form to NHSN and await approval email.

AND TO

Perform Administrative Set-up in NHSN:

___ Access NHSN through the SDN by selecting NHSN Reporting (upper left hand corner)

___ Add Users and Assign User Rights (After the facility administrator adds users, each user will receive email prompts to accept Rules of Behavior, obtain a digital certificate, and select NHSN Reporting as their activity. See the User

Start-Up Guide for details.)

___ Add Locations. If you desire, add Surgeons.

___ Submit a Monthly Reporting Plan through NHSN (twelve plans in all, one for each month)

___ The NHSN Facility Administrator and Users need to undergo NHSN training provided on the NHSN website (go the NHSN Training section). This takes approximately 18 hours per user so get started now.

Now that your facility has designated a NHSN Facility Administrator and enrolled in NHSN it is time to join the Nevada State Health Division's group. Please refer to the attached guideline to assist you with this process.

NOTE: You must complete the first step, enrolling your facility in NHSN, before you may join the Nevada State Health Division user group and you must join the Nevada State Health Division user group before you may confer rights to the Nevada State Health Division to access data. These steps must be completed in order to meet your facility's obligation to report data through NHSN.

Please email the name of your NHSN Facility Administrator to Stephanie Robbins at srobbins@health.nv.gov. This information will be used by the Health Division to contact your medical facility with NHSN related issues.

If you have any questions about this matter please feel free to contact me at 775-687-4475, Extension 235.

Sincerely,

A handwritten signature in blue ink that reads "Leticia Metherell". The signature is written in a cursive style with a light blue shadow effect behind the text.

Leticia Metherell, RN, BSN, Quality Improvement Unit Lead